

4-27-22: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, April 27, 2022
Approved Minutes**

(The meetings are broadcast live on Channel 20, and available on the Town's cable TV streaming service - go to <http://www.vod.chesterctv.com> and click "Watch Now".

Members & Staff Present:

Evan Sederquest, Vice Chairman
Richard Snyder, Member
Mike Weider, Member
Elizabeth Richter, Member
Selectman Chuck Myette, Liaison
Andrew Hadik, Town Planner

Members & Staff Absent:

Brian Sullivan, Chairman

Guests and Members of the Public Present:

Conor Madison, GZA Geo Environmental
Ashley Ruprecht, Eversource Energy
Matthew Flanders, Eversource Energy
Nate Miller, Deputy Executive Director, SNHPC
Chester PACT

Meeting Agenda

7:00 PM – General Business

1. Review & approve invoices, sign documents etc.
2. Review & approve the minutes for the 4/13/22 PB meeting.
3. Review Road Agent's request for the release of \$25,000 in Highway Quadrant B impact fees.
4. FYI on Chester Rod & Gun Club site plan review question.
5. Load rating calculation for the temporary Wason Pond bridge crossing.

7:15 PM – Public Hearings

1. Conditional Use Permit application by Eversource Energy (PSNH) for the replacement of select utility poles on transmission lines 373 & 391 in Chester. The structures require replacement due to age and weathering so the transmission lines can continue to function safely and reliably. This work will require temporary impacts to wetlands.

7:30 PM – Appointments

1. Nate Miller, Deputy Executive Director, SNHPC re: draft impact fee ordinances for Town Roads, Library & Municipal Offices.

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Non-Public Sessions - None scheduled.

Meeting Minutes

Vice Chairman Sederquest called the meeting to order at 7:00 PM.

7:00 PM – GENERAL BUSINESS

1. Review & approve invoices, sign documents, etc.

There were no invoices to approve.

2. Review & approve the minutes for the 4/13/22 PB meeting.

Mr. Weider moved to approve the minutes for the April 13, 2022 meeting as written. Ms. Richter seconded the motion. A vote was taken. All were in favor. The motion passed 5-0-0.

3. Review Road Agent's request for the release of \$25,000 in Highway Quadrant B impact fees.

Mr. Hadik reported that Road Agent Mike Oleson has submitted a request for the release of \$25,000 in Highway Quadrant B impact fees. The funds will be put towards the Jennifer Drive reconstruction CIP project. Mr. Oleson has identified three culverts that are rotting out and/or partially collapsed and are in need of replacement. The culverts need to be replaced prior to the reconstruction of the road. Busby Construction will be doing the culvert replacement and the reconstruction of the road. Mr. Oleson reports that two of the culverts are approximately 10.5 feet and 8.5 feet below grade and must be replaced at that depth, otherwise ponding of runoff will impact a nearby house.

Highway impact fees are allocated to the quadrant of Town they were collected from. The expenditure of fees must occur in the quadrant the fees were collected from. Mr. Hadik noted that Mr. Oleson has tabled the Wason Road project indefinitely, which was also in Quadrant B. The Board discussed the need to withdraw approval for tabled projects before moving forward with approving impact fees for additional projects. Mr. Hadik will verify the Wason Road request has been officially withdrawn.

Mr. Weider moved to approve Road Agent Mike Oleson's request to release \$25,000 in Highway Quadrant B impact fees to put toward the cost of reconstruction of Jennifer Drive in reference to Mr. Oleson's letter of April 27, 2022 requesting that release. Mr. Snyder seconded the motion. A vote was taken. All were in favor except Selectman Myette, who abstained. The motion passed 4-0-1.

4. FYI on Chester Rod & Gun Club site plan review question.

Mr. Hadik reported that two weeks ago, the Board discussed a question from Building Inspector Myrick Bunker about the Chester Rod & Gun Club's approved site plan. The Club has asked if they could move the location of the proposed 30' x 50' storage building from the clubhouse parking lot approximately 1,500 feet away to near the center of the former gravel pit.

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The Board had agreed that while there does not appear to be any issue with moving the structure, for full disclosure and to allow abutters the opportunity to weigh in, the Club should return to the Board to obtain approval to amend their approved site plan. The Building Inspector relayed this information to the Club, and they have decided to move ahead with the originally approved location of the proposed storage building.

5. Load rating calculation for the temporary Wason Pond bridge crossing

Mr. Hadik asked who is responsible for obtaining a load rating calculation on the temporary Wason Pond bridge. Selectman Myette explained that due to the temporary nature of the current structure, it will need to be removed, reevaluated by Building Inspector Bunker every six months, or have a weight restriction calculated for it so that it can remain until it can be replaced. Mr. Hadik will ask DuBois & King to do this calculation.

7:15 PM – Public Hearings

1. Conditional Use Permit application by Eversource Energy (PSNH) for replacement of select utility poles on transmission lines 373 & 391 in Chester. The structures require replacement due to age and weathering so the transmission lines can continue to function safely and reliably. This work will require temporary impacts to wetlands.

Mr. Snyder moved to open the public hearing for a Conditional Use Permit (CUP) application by Eversource Energy for replacement of select utility poles on transmission lines 373 & 391 in Chester. Ms. Richter seconded the motion. A vote was taken. All were in favor. The motion passed 5-0-0.

Mr. Conor Madison from GZA Geo Environmental, representing Eversource Energy, presented a CUP application for temporary wetland impacts in the wetland district for 373 and 391 transmission lines. This is a structure replacement project; a separate wetlands permit will be submitted to the State. Eleven wood utility poles will be replaced by steel poles, and several wetland areas will be temporarily impacted.

Mr. Madison reviewed the appropriate environmental standards and how they are being adhered to. The project will begin in July/August 2022 and should take approximately three months; Eversource will notify Mr. Hadik when they have a better idea of the actual duration of the project. Mr. Hadik in turn will notify the Chester PD, FD and BI.

The poles are replaced as the result of inspections, so Eversource cannot estimate when the replacement of all wooden poles in Chester will be completed. The Board questioned the potential wetlands impact and the roads needed for maintenance and emergency access. The continuing illegal use of Eversource's right-of-way by ATVs and ORVs was briefly discussed.

An abutting property owner, Scott Carroll, joined via Zoom and asked why these poles are being replaced, as he was told last year that replacement would not be necessary "for a while." Mr. Madison replied that something natural could have changed, as they are 50+ year-old wooden structures and degrade from rot and woodpecker damage. They are also replacing additional poles to complete this specific section of the ROW.

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Mr. Carroll also asked regarding tree trimming, and how often the line will be replaced. Ms. Ashley Ruprecht from Eversource replied that the conductors are only replaced when they are damaged or during a full line rebuild. Mr. Matthew Flanders of Eversource replied that the right-of-way floor is mowed every three years, while side cutting occurs after an assessment for hazard trees is conducted.

Mr. Hadik read a letter from the Chester Conservation Commission dated 4/20/22, which states that the Commission has approved this project, including the recent addition of two more pole replacements to the scope of work.

Mr. Hadik reviewed the Conditions of Approval and reported that they are similar to what has been done in the past. He will add the NH DES Statutory Permit by Notification File Number when he receives the permit.

Mr. Weider moved to close the public hearing. Mr. Snyder seconded the motion. A vote was taken. All were in favor. The motion passed 5-0-0.

There was no further discussion.

Mr. Weider moved to approve the Conditional Use Permit application by Eversource Energy, submitted and amended on April 27, 2022, for replacement of select utility poles on transmission lines 373 & 391 in Chester with conditions. Mr. Snyder seconded the motion. A vote was taken. All were in favor. The motion passed 5-0-0.

7:30 PM – Appointments

Nate Miller, Deputy Executive Director, SNHPSC re: draft impact fee ordinances for Town Roads, Library & Municipal Offices.

Mr. Miller reviewed the drafts of the impact fees for Town Municipal Offices, Library, and Roads. He discussed how they are quantified and where they originate. All data sources used are the most current and defensible available. These include the 2020 US Census Data, US Census 2016-2020 American Community Survey 5-Year Data, US Census Longitudinal Employer-Household Dynamics Data, Town Assessing and Insurance Policy Data, Population Projections developed by the NH Office of Strategic Initiatives, Employment Projections developed by the NH Employment Security Department, and Inventory Data provided by Town Departments. Each of the impact fees calculates the unit costs for 4 dwelling unit types: Single-Family Detached, Duplex, Multi-Family (3+ units) and Manufactured Housing.

The Municipal Office Impact Fees only use the portion of the Municipal Office Complex used for Town Offices. The rest of the complex is apportioned to the other impact fees (i.e., PD offices to PD impact fee, MPR to Recreation impact fee etc.). The steps to calculate the Municipal Office fees include:

Step 1: Compiling an inventory of municipal office facilities in the Town of Chester and determining the Maximum Service Population of the municipal office facilities.

Step 2: Defining historical and projected population and employment growth in the Town of Chester.

Step 3: Calculating the proportionate share factors for residential and non-residential demand for municipal office space in the Town of Chester.

Step 4: Determining the total capital investment in municipal offices in the Town of Chester.

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Step 5: Detailing the Town standards for municipal office space based on the future service population and employment.

Step 6: Calculating the cost/unit for municipal office facility needs attributable to new residential and non-residential development in the Town of Chester.

Step 7: Translating the unit costs for municipal office facility needs into residential and non-residential municipal office impact fees.

The steps to calculate the Library Impact Fees include:

Step 1: Compiling an inventory of library facilities in the Town of Chester and determining the Maximum Service Population of the library facilities.

Step 2: Determining the total capital investment in library facilities in the Town of Chester.

Step 3: Detailing the Town standards for library facilities based on the future service population.

Step 4: Calculating the cost/person for library facility needs attributable to new residential development in the Town of Chester.

Step 5: Translating the unit costs for library facility needs into residential and non-residential library impact fees.

The Road Impact Fee is modeled after a methodology developed by Vanasse Hangen Brustlin, Inc. (VHB) known as the "Sample Roadway Impact Fee" procedure. The steps to calculate these fees include:
Step 1: Estimate the total daily vehicle trips generated by the particular use. The trip estimates are based on the prevailing version of the Institute of Transportation Engineers (ITE) Trip Generation Manual, which is currently the 11th Edition.

Step 2: Divide the total daily vehicle trips by two to determine the one-way trips per day and avoid double counting. Otherwise, for instance, a person's trip from home to work would be counted as two trips when it is actually only one trip.

Step 3: Apply an adjustment factor to the daily one-way vehicle trips to establish the number of new one-way vehicle trips per day. The trips generated by some non-residential land uses (e.g. retail) are not all new trips because a portion of the trips are drawn from the existing traffic stream.

Step 4: Multiply the number of new trips by the average trip length to obtain vehicle lane miles. The average trip length within the Town of Chester is estimated to be 3.45 miles for all uses, based on the SNHPC's regional travel demand model.

Step 5: Adjust the total vehicle lane miles to reflect the vehicle lane miles used on Class V (locally maintained) roads. For the Town of Chester, this adjustment reflects the fact that 79.5% of all maintained roads in the Town are locally maintained (as opposed to State maintained).

Step 6: Multiply the adjusted vehicle lane miles for each category by the estimated average cost to construct a lane-mile of roadway in the Town of Chester.

Step 7: Translating the unit costs for Town road needs into residential and non-residential road impact fees.

Mr. Miller also explained that the former "quadrant or zone system" in the current Road Impact Fee has been removed, which should allow for easier administration by Town staff. Inflation is also an important consideration with the new Road Impact Fee, and the Town reserves the ability to make adjustments annually to account for prevailing construction cost inflation. He said these annual calculations are relatively straightforward, and could be done by the Town.

The Board thanked Mr. Miller for his hard work on these reviews. They noted the methodologies are noticeably easier to understand. Mr. Miller acknowledged Mr. Bruce Mayberry of BCM Planning, LLC,

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for his work on establishing Chester's impact fees, and also providing independent peer review during the updates.

Future Meeting Dates

- May 4 –
- May 11 –
- May 25 –

Ms. Richter moved to adjourn the meeting. Mr. Snyder seconded the motion. A vote was taken. All were in favor. The motion passed 5-0-0.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,
Beth Hanggeli, Recording Secretary